

**NAVAL RESERVE OFFICER TRAINING CORPS  
NAVAL SHIPS SYSTEMS II (WEAPONS)**

**LESSON GUIDE: 22**

**HOURS: 1**

**TITLE: Personnel Qualification Standards (PQS)**

I. Learning Objective: Student will know the principles and administration of the PQS System.

II. References and Texts

A. Instructor references:

1. NAVEDTRA 43100-1G, "Personnel Qualification Standards Unit Coordinator's Guide" (Available online at: <https://pqs.cnet.navy.mil/m43100-1f.pdf>.)
2. NAVEDTRA 43100-5T, "PQS Catalog" (Available online at: <https://pqs.cnet.navy.mil/books/43100-5T.pdf>.)
3. OPNAVINST 3500.34E, "Personnel Qualification Standards (PQS) Program" (Available online at: [https://pqs.cnet.navy.mil/3500\\_34e.pdf](https://pqs.cnet.navy.mil/3500_34e.pdf).)

B. Student text: None

III. Instructional Aids

A. PowerPoint presentation and computer with projection system or transparencies and overhead projector

B. Whiteboard/chalkboard

IV. Suggested Methods and Procedures

A. Method option: Lecture

B. Procedural and student activity options: Study assignments

V. Presentation

A. Types of personnel qualification standards

1. Watch Station
  2. Equipment operator
  3. Special evolutions
  4. All hands
- B. Standard PQS booklet
1. Table of contents
  2. Acknowledgements
  3. Introduction
  4. Definitions
  5. Fundamentals
    - a. Known as 100 series or 100 section.
    - b. Basic knowledge to understand specific equipment or duties.
    - c. Safety precautions applicable to equipment or duties.
    - d. Specific references to be studied.
- C. Unit PQS organization
1. Commanding Officer
    - a. Serves as final approval authority for the command.
    - b. Establishes an appropriate means of recognizing achievement qualification requirements.
  2. Executive Officer
    - a. Maintains a current unit instruction on PQS and designates qualifiers for all hands PQS.

- b. Monitors the PQS program through PQS Coordinator, Planning Board for Training, and review of PQS charts/reports.
  - c. Reinforces command emphasis by linking PQS to routine administrative practices, granting of special requests, etc.
- 3. PQS Coordinator
  - a. Officer or senior enlisted who functions as the focal point for all PQS matters that transcend the departmental level.
  - b. Maintains PQS materials, specifically:
    - (1) Orders sufficient quantities of "all hands" PQS booklets.
    - (2) Maintains master PQS file for all command PQS.
    - (3) Maintains basic system reference library.
  - c. Acts as command liaison between PQS development activity and command.
- 4. Department Head
  - a. Responsible for administration of departmental PQS program.
  - b. Designates those individuals (officers and senior petty officers) who will serve as PQS qualifiers within the department.
  - c. Coordinates with division officers/LCPOs the watch station qualifications and advancement goals of department personnel.
  - d. Approves division's recommendations for tailoring PQS, as necessary.
- 5. Division Officers
  - a. Supervise and track the entire divisional

PQS program (with the exception of damage control, gunnery and import deck watches).

- b. In conjunction with LCPO, assign qualification goals using a qualification and advancement plan.
- c. Ensure proper PQS documentation is maintained and updated at appropriate intervals, including weekly PQS Progress Charts, routine Service Record entries, and Statements of Accomplishment in periodic Enlisted Evaluations/Officer Fitness Reports.
- d. Recommend any required tailoring to the department head.

6. LCPO/Work Center Supervisor

- a. Supervises the work center PQS Program.
- b. Indoctrinates trainees and assigns individual qualification goals.
- c. Supervises qualifiers.
- d. Maintains PQS documentation.

7. Qualifiers

- a. Individuals (officers and petty officers) designated in writing with authorization to sign qualification items.
- b. Avail themselves to trainees for guidance and sign off.
- c. Recommend changes of PQS to the supervisor.
- d. Maintain program integrity.

8. Individual Trainees

- a. Complete training as required.
- b. Verify progress records are current.

9. Personnel Officer

- a. Makes appropriate entries on page four in member's service record within a reasonable time period (NTE 30 days).
- b. Forwards designation letter for CO signature.

D. PQS qualification process

1. Indoctrination. Division officer and LCPO will:

- a. Conduct interviews with newly reporting personnel to determine past PQS qualifications.
- b. Advise trainee of command PQS policy.
- c. Assign the trainee PQS accomplishment goals providing information on how much time the trainee should spend on a particular PQS qualification.

2. Sign offs

- a. As the trainee progresses through the PQS, qualifiers will sign off completed portions when the requisite level of knowledge/skill is demonstrated by the trainee.
- b. The 300 section will be signed off only after prerequisite 100 and 200 sections are completed.

3. Final qualification/certification

- a. After all items in each of three sections are completed, the trainee's LCPO/division officer will recommend final qualification to the department head, who will then recommend the same to the CO or grant final qualification, if so designated.
- b. The command may require written exam and/or oral boards be conducted for trainees

seeking final PQS qualification in certain watchstations (e.g., OOD, EOOW, CICWO).

E. PQS program modifications

1. Tailoring PQS. Typically, PQS will need to be tailored to match the command's particular equipment configurations or to meet an individual's training needs.
  - a. Where equipment configuration dictates, certain PQS line items can be deleted.
  - b. When a trainee transfers from a previous command, sign-off of certain PQS items need not be repeated. The individual, however, will need to qualify in all new duties.
2. Interim qualification. More the exception than the rule, the CO may designate (in writing) certain individuals as being qualified at a particular duty on an interim basis.
  - a. Typically, interim qualification of a trainee will occur only if a qualified watchstander is unavailable.
  - b. Interim qualification may also be granted to an individual who possesses a prior qualification (from a previous command), but who has not achieved final qualification at the present command.
  - c. Interim qualification will be recommended to the CO through the LCPO/division officer/departments head chain of command.
  - d. The interim qual trainee will continue PQS progress until completed.
  - e. The interim qualification letter will indicate the date final qualification will be attained.
  - f. The interim qualification must be reflected on formal watchbills.

3. Grace period. Occasionally, the command will find itself in the position where there are no qualifiers for a particular PQS standard. This situation may occur during precommissioning, after new equipment is installed, or after a new PQS is implemented. During this period, the CO may designate a grace period be established according to the following procedures.

- a. Determine the length of the grace period during a supervisory meeting, prior to introduction of the PQS to the crew.
  - (1) The length should be sufficient to allow personnel to become fully qualified to serve as qualifiers.
  - (2) Experienced personnel should possess most of the knowledge and skills required by the PQS; therefore, the grace period should not be excessive.
- b. Determine the most experienced personnel to serve as initial qualifiers for trainees.
- c. As the trainees become fully qualified, designate them as qualifiers and remove the designation from the initial qualifiers.

**NOTE:** The last step must be accomplished prior to end of grace period.

F. PQS documentation. Only four records are required for PQS system:

- 1. Individual PQS qualification sheets
  - a. Consists of sign-off pages in the 300 section of the PQS booklet
  - b. Maintained by the trainee (typically kept in the training record for each individual in the division)
- 2. PQS chart. A listing of all members of the work center or all members to be trained will be maintained in the work center and updated at

least biweekly. This listing will be maintained on a Navy stock PQS chart and be completed in accordance with applicable instructions.

3. Service record page 4 entry. The personnel officer will make a page 4 entry for every completed qualification indicating successful permanent completion.
4. Formal Designation Letter.